

DISTRICT OF SAANICH
MINUTES OF THE COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, MAY 15, 2017 AT 7:30 P.M.

Present: **Chair:** Mayor Atwell
Council: Councillors Brice, Brownoff, Haynes, Murdock, Plant, Sanders and Wergeland
Staff: Paul Thorkelsson, Chief Administrative Officer; Harley Machielse, Director of Engineering; Jarret Matanowitsch, Acting Director of Planning; Donna Dupas, Legislative Manager; and Lynn Merry, Senior Committee Clerk

Minutes

ADOPTION OF MINUTES

MOVED by Councillor Plant and Seconded by Councillor Haynes: “That Council adopt the minutes of the April 25, 2017 Special Council, the May 8, 2017 Council and Committee of the Whole, and the May 10, 2017 Special Council meetings.”

CARRIED

BYLAWS

1110-30
Election
Procedures Bylaw

ELECTION PROCEDURES BYLAW

Final Reading of the “Election Procedures Bylaw, 2017, No. 9425”. To incorporate housekeeping amendments to comply with the *Local Government Act* and to provide greater flexibility to the Chief Election Officer with respect to voting opportunities.

MOVED by Councillor Wergeland and Seconded by Councillor Brice: “That Bylaw No. 9425 be adopted by Council and the Seal of the Corporation be attached thereto.”

CARRIED

1110-30
Automated Vote
Counting System
and Procedure
Bylaw

AUTOMATED VOTE COUNTING SYSTEM AND PROCEDURE BYLAW

Final Reading of “Automated Vote Counting System and Procedure Bylaw, 2017, No. 9435”. To incorporate housekeeping amendments to comply with the *Local Government Act* and to provide greater flexibility to the Chief Election Officer with respect to voting opportunities.

MOVED by Councillor Brice and Seconded by Councillor Wergeland: “That Bylaw No. 9435 be adopted by Council and the Seal of the Corporation be attached thereto.”

CARRIED

PUBLIC INPUT ON COUNCIL AGENDA ITEMS

Public Input on
Council Agenda
Items

Nil

RESOLUTIONS FOR ADOPTION

1410-04
Report – Fire

xref: 1050-30
Fire Dispatch
Agreement

FIRE DISPATCH AND COMMUNICATIONS SERVICES AGREEMENTS WITH THE CITY OF COLWOOD, TOWN OF VIEW ROYAL AND TOWN OF SIDNEY

Report of the Fire Chief dated May 3, 2017 recommending that Council authorize the renewal of the Fire Dispatch and Communications Services Agreement with the City of Colwood and Town of View Royal for the period of June 1, 2017 to December 31, 2017; and renewal of the Fire Dispatch and Communications Services Agreement with the Town of Sidney for the period of July 1, 2017 to December 31, 2017.

MOVED by Councillor Brownoff and Seconded by Councillor Haynes: “That Council authorize the renewal of the Fire Dispatch and Communications Services Agreement with the City of Colwood and Town of View Royal for the period of June 1, 2017 to December 31, 2017; and renewal of the Fire Dispatch and Communications Services Agreement with the Town of Sidney for the period of July 1, 2017 to December 31, 2017.”

Councillor Brownoff stated:

- She thanked the Fire Department for negotiating the agreements; the agreements allow smaller communities to take advantage of Saanich’s equipment and services.

Councillor Haynes stated:

- It is appreciated that Saanich is working with neighbouring communities.

In response to questions from Council, the Fire Chief stated:

- The current agreements would continue to be in effect until such time as new agreements are negotiated.
- The contracts are short-term in nature and based on a cost allocation methodology for services provided; discussions are currently underway for a new cost allocation model and contracts for services will be introduced to client agencies for 2018.

The Motion was then Put and CARRIED

1410-04
Report –
Engineering

xref: 5170-20
Federal Gas Tax
Strategic Priorities
Fund

FEDERAL GAS TAX STRATEGIC PRIORITIES FUND APPLICATION FOR THE SHELBOURNE VALLEY ACTION PLAN SHORT TERM MOBILITY IMPROVEMENTS PROJECT

Report of the Director of Engineering dated May 5, 2017 recommending that Council endorse the application to the Federal Gas Tax Strategic Priorities Fund (SPF) for Phase 1 of the Shelbourne Valley Action Plan (SVAP) Short Term Mobility Improvements; and commit to Council’s share of the project design and construction costs.

MOVED by Councillor Brice and Seconded by Councillor Brownoff “That Council endorse the application to the Federal Gas Tax Strategic Priorities Fund (SPF) for Phase I of the Shelbourne Valley Action Plan (SVAP) Short Term Mobility Improvements; and, commit to Council’s share of the project design and construction costs.”

In response to questions from Council, the Director of Engineering stated:

- Phase 1 of the short term mobility improvements include above ground and underground infrastructure; the approximate total cost for all three phases is \$30.9 million with above ground features \$12.5 million and underground features \$18.4 million; the approximate cost for the Phase 1 portion is \$7.9 million.
- SPF may be available each year and staff will make application for funding for future phases.
- If the funding application is approved, the funds that were designated in the budget could be used to accelerate the other phases; there is also other infrastructure work and short term mobility improvements that could be considered.
- Typically it could be 2-3 months before Saanich receives the results of the application.
- The application process would not impact construction timelines; there is substantial design work that needs to be completed and construction would not start until early 2018.

The Motion was then Put and CARRIED

1410-04
Report –
Engineering

xref: 6320-30
Council Chamber
Renovations

COUNCIL CHAMBER RENOVATION

Report of the Director of Engineering dated May 3, 2017 recommending that Council:

- a) Approve a Heritage Alteration Permit to allow the alteration of the Council Chamber dais; and
- b) Approve the proposed renovation to the Council Chambers in the amount of \$60,000.

**MOVED by Councillor Sanders and Seconded by Councillor Brownoff:
“That Council:**

- a) Approve a Heritage Alteration Permit to allow the alteration of the Council Chamber dais; and**
- b) Approve the proposed renovation to the Council Chambers in the amount of \$60,000.”**

Councillor Plant stated:

- He does not support the motion as there would still be sight line issues; there is a need for Council to be on a raised platform so that the audience can see Council and Council can see the audience.

Councillor Haynes stated:

- He respects the heritage component of the Chambers.
- Option 2 of having a raised Council seating layout will give residents a better experience and will result in a significant long term benefit; there may be surplus funds that could be used to fund Option 2.

In response to questions from Council, the Chief Administrative Officer stated:

- Issues with a raised platform were identified including the need for further renovations for the functionality of the exit door by the Council seating area and the door to the anti-chamber.
- The cost estimates are adequate to undertake the work in the report; having a permanent, raised platform could decrease the flexibility of the use of the room.

- The current layout of the Chambers at a floor setting was conducted as a pilot.
- The renovations taking place in June is in relation to installing the equipment for webcasting; it may be necessary to hold Council meetings in alternative locations in June due to this work.
- Timelines would be developed once Council approves the option for renovations that wish to proceed with.

Councillor Brice stated:

- She supports the motion; the feedback received from the public was that they felt more engaged with Council when they are at the same level.
- This is a practical solution that has community buy-in and allows the Chamber to remain multi-use and functional.
- There is a need for additional space to improve circulation within the Chambers; an additional \$90,000 to construct a raised platform is not supportable.

Councillor Brownoff stated:

- The motion is supportable; the proposed renovations are respectful of the heritage value.
- Members of the public have expressed the desire to have Council at the same level.
- The estimated cost of \$150,000 for Option 2 is not supportable.

In response to questions from Council, the Director of Engineering stated:

- The existing single desks with drawers would be retained for Councillors; new millwork is required for the Mayor, staff and the speaker's podium.

Councillor Wergeland stated:

- It is not supportable to use surplus funds for the renovation; a raised platform would need an accessibility ramp and that would increase costs and take up more space.
- The public supports Council being on the same level as the public.

Councillor Sanders stated:

- Option 1 is supportable; it means the Chambers will remain a multi-purpose room.
- Residents advised they want Council on the same level as the audience; there is the perception that when Council is on a platform that they are lording over the public.
- If the Council seating area is raised, there would be an accessibility issue and there would need to be changes to the exit door and the door to the anti-chamber.
- There may be a need for changes to the lectern as some residents prefer to stand up when addressing Council.

Councillor Haynes stated:

- An in-depth renovation would not result in the Chambers being non-functional.

Mayor Atwell stated:

- He supports the motion but is not certain that the renovations are necessary.
- It is his preference to have a raised platform but not at the costs that have

been identified; there is a need to retain the character of the heritage room and find a balance of costs.

In response to questions from Council, the Director of Engineering stated:

- The estimated costs include \$10,000 for the dais work, \$19,000 for new carpeting, \$13,000 for new millwork, and \$10,000 for refinishing of the cedar wood paneling; a 15% contingency of \$8,000 is also included.

Councillor Plant stated:

- He does not see the value in spending \$60,000 for minimal repairs.

**The Motion was then Put and CARRIED
with Councillors Haynes and Plant OPPOSED**

1410-01
Council
Proceedings

JUNE 2017 COUNCIL, COMMITTEE OF THE WHOLE AND PUBLIC HEARING MEETINGS

Memorandum from the Legislative Manager dated May 15, 2017 requesting that Council:

- a) Cancel the regular Council and Committee of the Whole meetings scheduled for June 5, 2017; and
- b) Authorize that the June 2017 Council, Committee of the Whole, and Public Hearing regular meetings be held outside the Municipal Hall at a Saanich location to be determined, and only if determined necessary.

MOVED by Councillor Brice and Seconded by Councillor Sanders: "That Council:

- a) Cancel the regular Council and Committee of the Whole meetings scheduled for June 5, 2017; and**
- b) Authorize that the June 2017 Council, Committee of the Whole and Public Hearing regular meetings be held outside the Municipal Hall, at a Saanich location to be determined, and only if determined necessary."**

In response to questions from Council, the Legislative Manager stated:

- The June 5, 2017 Council and Committee of the Whole meetings are being cancelled because Council will be travelling from the Federal of Canadian Municipalities (FCM) meeting which is being held out of province.

Councillor Murdock stated:

- It may be appropriate to modify the Council Procedure Bylaw in that there be no meetings the week after the Federal of Canadian Municipalities meeting as most of the conference takes place on the weekend.

The Chief Administrative Officer stated:

- The Council Procedure Bylaw, and in particular, the meeting schedule, will be considered at an upcoming Council meeting.

In response to questions from Council, the Legislative Manager stated:

- Items that were tentatively scheduled for the June 5th meetings can be accommodated within the three other meetings scheduled in June.

The Motion was then Put and CARRIED

Adjournment On a motion from Councillor Brownoff, the meeting adjourned at 8:07 p.m.
The meeting reconvened at 9:09 p.m.

RECOMMENDATIONS

From the Committee of the Whole Meeting held May 15, 2017

2860-40
Patricia Bay
Highway

4975 PATRICIA BAY HIGHWAY – DEVELOPMENT VARIANCE PERMIT

MOVED by Councillor Plant and Seconded by Councillor Wergeland: “That Council approve and issue Development Variance Permit DVP00382 on Lot D, Section 43, Lake District, Plan 3093 Except That Part in Plan 50970 (4975 Patricia Bay Highway).”

CARRIED

2860-20
West Saanich
Road

4349 WEST SAANICH ROAD – DEVELOPMENT PERMIT AMEMDMENT

MOVED by Councillor Plant and Seconded by Councillor Brice: “That Council approve and issue Development Permit Amendment DPA00897 on Lot B, Section 8A, Lake District, EPP10139 (4349 West Saanich Road).”

CARRIED

In Camera Motion

MOVED by Councillor Plant and Seconded by Councillor Brownoff: “That in accordance with Section 90 (1) (a) and (b) of the *Community Charter*, the following meeting be closed to the public as the subject matters being considered relate to personal information about an identifiable individual who is being considered for a position appointed by the municipality and personal information about an identifiable individual being considered for an award or honour.”

CARRIED

Adjournment On a motion from Councillor Brownoff, the meeting adjourned at 9:11 p.m.

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MAYOR

I hereby certify these Minutes are accurate.

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MUNICIPAL CLERK

DISTRICT OF SAANICH
 MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
 HELD IN THE COUNCIL CHAMBERS
 SAANICH MUNICIPAL HALL, 770 VERNON AVENUE
MONDAY, MAY 15, 2017 AT 8:08 P.M.

Present: **Chair:** Councillor Brice
Council: Mayor Atwell and Councillors Brownoff, Haynes, Murdock, Plant, Sanders and Wergeland
Staff: Paul Thorkelsson, Chief Administrative Officer; Harley Machielse, Director of Engineering; Jarret, Matanowitsch, Acting Director of Planning; Donna Dupas, Legislative Manager; and Lynn Merry, Senior Committee Clerk

1410-04
 Report -
 Planning

xref: 2860-40
 Patricia Bay
 Highway

4975 PATRICIA BAY HIGHWAY – DEVELOPMENT VARIANCE PERMIT

Report of the Director of Planning dated April 18, 2017 recommending that Council approve Development Variance Permit DVP00382 for the proposed replacement of an existing illuminated freestanding sign for the Elk Lake Veterinary Hospital. Variances are requested for height, copy area and sign area, and to allow the sign to be illuminated.

APPLICANT:

J. Furneaux, Urban Sign, presented to Council and highlighted:

- The proposal is to replace the existing sign cabinet with a new sign; the business's new branding does not fit on the current vertical sign.
- The new sign would be smaller and have routed illuminated faces so only the letters will illuminate at night and would be backlit with LEDs.
- The new sign will be more aesthetically pleasing to the public.

In response to questions from Council, the applicant stated:

- The new sign and address numbers would be illuminated; the sign will be more noticeable to the public but less aggressive because of the isolated illumination.

PUBLIC INPUT:

P. Warnock, Patricia Bay Highway, stated:

- She owns the Elk Lake Veterinary Hospital; the current sign has a cow on it but they do not treat farm animals; the business is misrepresented by the current sign.

COUNCIL DELIBERATIONS:

Motion: **MOVED by Councillor Plant and Seconded by Councillor Wergeland: "That it be recommended that Council approve and issue Development Variance Permit DVP00382 on Lot D, Section 43, Lake District, Plan 3093 Except That Part in Plan 50970 (4975 Patricia Bay Highway)."**

CARRIED

1410-04
Report –
Planning

xref: 2860-20
West Saanich
Road

4349 WEST SAANICH ROAD – DEVELOPMENT PERMIT AMEMDMENT

Report of the Director of Planning dated April 19, 2017 recommending that Council approve Development Permit Amendment DPA00897 for a proposed freestanding sign. Variances are requested for height, copy area, and to allow names and addresses for adjacent property owners.

In response to questions from Council, the Acting Director of Planning stated:

- The new sign is in the general area of the existing sign.
- There was some delay in the process because of discussions with the applicant and revisions to the application.

APPLICANT:

The applicant was not in attendance.

PUBLIC INPUT:

M. Henderson, on behalf of the Royal Oak Community Association, stated:

- The Community Association has no objections to the new sign; it is in the same location and is attractive.

Motion:

MOVED by Councillor Plant and Seconded by Councillor Wergeland: “That it be recommended that Council approve and issue Development Permit Amendment DPA00897 on Lot B, Section 8A, Lake District, Plan EPP10139 (4349 West Saanich Road).”

Councillor Plant stated:

- This is the compromise that Council requested; the height and size of the sign is appropriate.

In response to questions from Council, the Acting Director of Planning stated:

- There was discussion around the design of the sign but this design was preferred.

Councillor Haynes stated:

- The applicant has addressed the concerns in relation to the sign; the changeable tenant panels are appreciated and gives the applicant flexibility in terms of making changes to the sign.

Councillor Murdock stated:

- He is pleased that the applicant was responsive to the concerns of Council and the community; the proposed sign is tasteful and is an appropriate size.

The Motion was then Put and CARRIED

1410-04
Report –
Planning

xref: 2870-30
Del Monte
Avenue

5117 DEL MONTE AVENUE – SUBDIVISION AND REZONING

Supplemental report of the Director of Planning dated April 19, 2017 recommending that Council approve the application to rezone from A-1 (Rural) zone to RS-12 (Single Family Dwelling) zone for a proposed subdivision to create three additional lots, for a total of four residential lots; that Final Reading of the Zoning Amendment Bylaw be withheld pending registration of a covenant to secure the items outlined in the report; and that Council support Option 1 in regard to the development of a sidewalk along Del Monte Avenue.

APPLICANT:

D. Smith, McElhanney Consulting Services Ltd, presented to Council and highlighted:

- The application has been amended to subdivide to create three additional lots instead of four; the average lot size has increased by 25% which is comparable to adjacent lots.
- It is an attractive infill development that fits within the character of the neighbourhood.
- The properties would be zoned RS-12 but the applicant would commit to limiting the house sizes to that of RS-10 zoning.
- Secondary suites would address the need for additional rental housing in Saanich; two parking stalls would be provided for every secondary suite constructed.
- A sidewalk against the widened road would be constructed; it has been determined that a meandering sidewalk would make retention of trees difficult due to the excavation and grading required for the road widening, curbs and driveways.
- The construction of sidewalk would result in approximately 42 trees being removed; while a separated walkway would require the removal of approximately 52 trees.
- Road and pedestrian safety were identified as concerns of neighbours; this will be the first subdivision on Del Monte Avenue that will have a sidewalk along its frontage; road widening and selective tree removal will improve sight lines.
- The number of driveways onto Del Monte Avenue have been reduced; this has been achieved by shared driveway access.
- 51% of the site or 5,696 square metres will be dedicated to the District of Saanich as an addition to Doumac Park; no variances are being requested.
- The revised application has been presented to the Cordova Bay Association for Community Affairs and they have no objections.
- This is a modest increase in the overall density.
- The conceptual streetscape plan and house elevation plans will form part of the covenant.
- A geotechnical assessment, a landslide assessment and assurance review, a tree protection report, a phase 1 environmental site assessment and a biological review of Revan's Creek were undertaken.

PUBLIC INPUT:

L. Bainbridge, Del Monte Avenue, stated:

- The status quo is not acceptable; there is a demand for more housing in Saanich.
- As long as the planning is done in a thoughtful manner and preserves the urban canopy, development would be supportable.
- The proposed lot sizes are consistent with adjacent properties; the applicant has made an effort to address concerns.

- The addition of sidewalk is inconsistent as there is no sidewalk anywhere else in this neighbourhood; irrespective of the proposed development, increased and faster traffic is a concern and should be addressed.

D. Morris, Matterhorn Court, stated:

- Over the years, development has taken place in Cordova Bay and has changed the neighbourhood from rural to residential.
- There is a lack of housing in Saanich; the size of the lots is adequate for infill.

- The donation of a significant piece of west coast rainforest to Doumac Park is appreciated; there is no reason to reject the proposed application.

S. Ball, Helvetia Crescent, stated:

- Cordova Bay is a unique community; it is a sedate and tranquil environment and assures a quality of life that must be preserved and protected.
- Council is asked to reject the proposal in order to protect the future of the neighbourhood; previous applications for subdivision have been rejected due to the lack of infrastructure to support increased density and the fact that the area is car-dependent.
- A three lot subdivision would be supportable; there is concern that there are another 12 very large lots that may apply for subdivision in the future.

D. Mamic, Clutesi Street, stated:

- The proposed development fits within the character of the neighbourhood.

K. Krane, Helvetia Crescent, stated:

- Cordova Bay Ridge is not a place for densification; this amount of density is excessive; the area is known for its rural feel.
- The current owner has not maintained the property; three lots would be appropriate.
- A sidewalk in this location is odd; there are no other sidewalks in the area.
- Secondary suites would mean more vehicles; the area has become dangerous for pedestrians.

M. Parslow, Del Monte Avenue, stated:

- It is time to accept development on Cordova Bay Ridge.
- Large properties are expensive to maintain; regardless of development, traffic volumes have increased.
- Traffic calming measures could be expensive; having cars parked on both sides of the road and having pedestrians walk on the roadway is an inexpensive way to calm traffic.
- Forwarding the application to Public Hearing is supportable with the hope that more residents will attend and provide input.

R. Silver, Del Monte Avenue, stated:

- Reasonable density is appropriate; the proposed application complies with municipal regulations and bylaws; the application is supportable.

H. Charania, Genevieve Road, stated:

- The applicant is providing a fair community amenity package; the park dedication is appreciated.
- The applicant has committed to limiting the house size consistent with RS-10 zoning therefore he questions whether the lots could be zoned as RS-10 with a restriction of no further subdivision.
- The Development Cost Charges outlined in the Servicing Requirements are not clear.

APPLICANT'S RESPONSE:

- The Cordova Bay Local Area Plan identifies sidewalks on Del Monte Avenue; he felt that he was obligated to include sidewalks as part of the application.
- Various options were explored to limit tree loss and make the sidewalk as non-invasive as possible.

In response to questions from Council, the Director of Engineering stated:

- Providing some physical separation for pedestrians from the traffic may alleviate safety concerns; construction of sidewalk in Cordova Bay through development or identified through the Active Transportation Plan is a long term goal.
- The construction of speed humps is no longer supported as they impede emergency vehicles and cause increased noise when vehicles pass over the humps.
- A large portion of the traffic volumes in Cordova Bay is local residents; the narrowness and curve of Del Monte Avenue provides natural traffic calming.
- The right-of-way is required for service connections.

In response to questions from Council, the Acting Director of Planning stated:

- The red line on the map on page 3 of the Planning Report indicates the area where a geotechnical assessment has been done; construction on the site must be in conformance with the Geotechnical Assessment as a condition of subdivision.
- RS-12 zoning was proposed because it fits within the character of the neighbourhood.

In response to questions from Council, the Chief Administrative Officer stated:

- If the applicant was to consider RS-10 zoning of the property for the Public Hearing, a change to the Zoning Bylaw would be required.

COUNCIL DELIBERATIONS:

Motion: **MOVED by Councillor Plant and Seconded by Councillor Wergeland: “That a Public Hearing be called to further consider the rezoning application on Lot B, Sections 45 and 46, Lake District, Plan 9363 (5117 Del Monte Avenue).”**

Councillor Plant stated:

- Forwarding the application to Public Hearing is supportable.
- Improvements to the sidewalk on Del Monte Avenue is a start as it is a part of the Safe Routes to School program.
- The proposed development fits within the zoning.

Councillor Haynes stated:

- He appreciates that the applicant has addressed the concerns of neighbours; the streetscape maintains the rural character of the neighbourhood.
- Road widening may mean a change to traffic behaviours; the addition of sidewalk may affect the rural nature of the area.

Councillor Brownoff stated:

- The applicant has addressed the concerns previously identified.
- Neighbours will have a chance to provide further input at a Public Hearing; the park dedication and the addition of shared driveways are appreciated.

Councillor Wergeland stated:

- Traffic calming on Del Monte Avenue could be considered; the tree canopy and rural style of roadway makes the area unique; the addition of sidewalks may change that.
- Construction of a small section of sidewalk is inappropriate; it may be better to delay the sidewalk until a larger area of sidewalk is being constructed.

Councillor Sanders stated:

- The reduction by one lot is supportable; subdivision to a larger number of lots would be not appropriate; this area is car-dependent.
- The shared driveway is appreciated; the applicant may consider articulating the houses to add interest.

The Motion was then Put and CARRIED

Adjournment On a motion from Councillor Brownoff, the meeting adjourned at 9:07 p.m.

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CHAIR

I hereby certify these Minutes are accurate

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MUNICIPAL CLERK